

PantherSoft Financials Upgrade Project Version 9.0

Purchasing



Agenda

AGENDA



- ✓ Handouts
- ✓ Quick Tips
- ✓ What's New in Purchasing
- ✓ Flow Chart
- ✓ BP- Notable Reminders
- ✓ Live Training on PantherSoft
- ✓ Hands on Activity - 9.0 via UPK
 - Know it- test yourself
- ✓ Q&As

Quick Tips

- ✓ Where to find a specific process- based on security
 - ✓ *Search Box:*

The image displays two screenshots of the FIU website interface. The left screenshot shows the 'Menu' section with a search box containing 'Requisition'. The right screenshot shows the 'Search' results page for 'Requisition', listing 'Close Requisitions' and 'Print Requisition'.

Left Screenshot: Menu Section

FIU
Personalize [Content](#) | [Layout](#)

Menu

Search:
Requisition

- ▶ My Favorites
- ▶ Student Administration
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Supplier Contracts
- ▶ Customers
- ▶ Products

Right Screenshot: Search Results

FIU

Search

Enter search keywords separated by a space. Use quotes for any phrases. For example: Cities Countries 'United States'

New Search Search Within Results

Requisition [Customize Settings](#) [Search Tips](#)

[Hide Summaries](#) [Next >>](#)

Search Results

- [Close Requisitions](#)
Close qualified requisitions and produce the Requisition Reconciliation report.
Home>Purchasing>Requisitions>Reconcile Requisitions>Close Requisitions
- [Print Requisition](#)
Run the Requisition Print report (PORQ010) to list details of requisitions.
Home>Purchasing>Requisitions>Reports>Print Requisition

Quick Tips

- ✓ Where Can I Access UPK (User Productivity Kit)?
 - ✓ panthersoft.fiu.edu/financials
- ✓ There you will be able to view:
 - ✓ Flow Charts by Module
 - ✓ Business Processes
 - ✓ Quick Reference Guides (Job Aids)
 - ✓ Training Guides
 - ✓ Online UPK player

What's New in Purchasing?

Purchasing

- ✓ Logging On
- Adding Favorites

- ✓ Managing Requisitions
 - ✓ Creating a Requisition
 - ✓ Requisition Approvals

- ✓ Using Commodity Cards
 - ✓ Paying PO\REQ with Commodity Card
 - ✓ Commodity Card Reconciliation and Approvals
 - ✓ Managing Disputed Transactions

- ✓ 3 Cards
 - ✓ **T & E Card** = Travel and Entertainment
 - ✓ **Commodity Card** = Purchasing/Ordering supplies, etc.
 - ✓ **Dept. Travel Card** = Similar to Commodity Card but can make Travel Arrangements

Credit Card Solution Implementation Plan

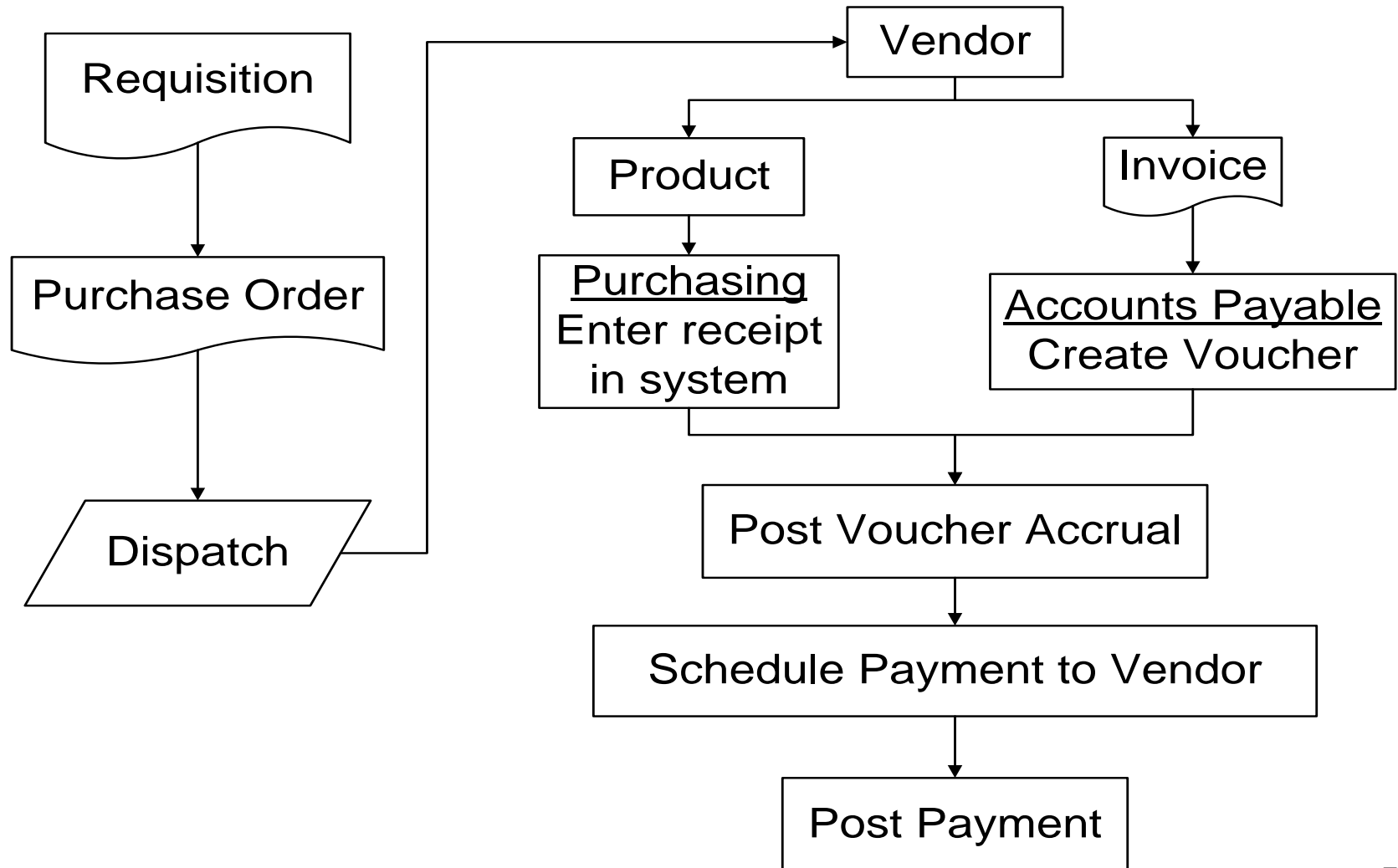
3 types of cards	Dept Travel Card	T&E Card	Commodity Card
Designed For	Administrative; Makes Travel Arrangements for Candidate Travel, Student Travel and Dept Individuals that do not qualify for a T&E Card; Issued to Each Finance Mgr or designee	Traveler; 3 or more times per year or Employee who incurs entertainment expenses	Dept Purchaser
Base Card Limits	5,000 per transaction 10,000 monthly	2,000 per transaction 5,000 monthly	1,000 per transaction 5,000 monthly
Approved Purchases	Airfare, Hotel, Registration or other travel expenses	Airfare, Hotel, Registration, Meals Entertainment Exp within University Policy, Small and or infrequent purchases (books, etc.)	Commodity (office supplies, etc.) and Approved Services

Advantages of Travel Card - Employee

- ✓ No Annual Fees
- ✓ Speeds Up Reimbursement Process
- ✓ No Credit Check
- ✓ Does not Impact Personal Credit
- ✓ Greater Use of Card for Meal and Approved Entertainment Expenses

Flow Chart-Requisition

Creating a Requisition



Business Process

Notable Reminders

- ✓ **Requisitions** - The Requisition is the most important document in the purchasing cycle. Complete and correct preparation of the Requisition expedites the purchasing process.
- ✓ **Change Orders** - Departments may initiate requests for Change Orders with a Requisition, noting on the Requisition only those items being added, or changed. Decreases may be requested by email to the cognizant Purchasing Agent.
- ✓ **Purchase Order** - The issuance of the Purchase Order on the basis of either formal or informal quotes, initiates a contract by accepting the offer made by the vendor. It is a legal instrument and once accepted, establishes a mutuality of agreement. It has the legal force of a binding contract.
- ✓ **Blanket Purchase Orders** - One Requisition is required each fiscal year for each account and each vendor. Requisitions using grant funds, which not do expire on June 30, should show the expiration date of the grant on the Requisition.
- ✓ **Competitive solicitations** - All contracts for the purchase of commodities or contractual services, exceeding \$75,000, shall be awarded pursuant to a competitive solicitation, unless otherwise authorized.

Business Process

Notable Reminders-*continues*

- ✓ **Emergency Purchases** - The emergency purchase shall be limited to the purchase of only the type of items and quantities or a period sufficient to meet the immediate threat and shall not be used to meet long-term requirements.
- ✓ **Sole source purchases** - Commodities and contractual services purchased for any amount, available only from a single source, may be exempted from the competitive solicitation.
- ✓ **Sponsored research exemption** - Upon certification addressed to the university president that it is necessary for the efficient or expeditious prosecution of a research project, the president may exempt the purchase of material, supplies, equipment, or services for research purposes from the general purchasing requirement of the Florida Statutes.”
- ✓ **Vendors**- If using a vendor that is not in the vendor database, please have vendor complete and submit Vendor Application package, available on Purchasing Services website.

Hands-on Activity

- ✓ After Demo it will be your turn!
- ✓ Exercise provided -via UPK
- ✓ Go Live:
 - ✓ **July 13, 2009 - Monday**



Questions

